

TE – 6 INVOICING PROCESS

Invoices are manually created in CEFMS in the Accounts Payable Division. The access roles required in CEFMS to complete the invoicing process are:

- INV_ORIG
- PROCESS_RV

ESIG capability is required to create and update invoices in CEFMS.

The **INVOICE CREATE/UPDATE SCREEN** (2.44) can be reached through the following menu options:

- 1 – Financial Management Functions
- 3 – Financial Management
- 4 – Expenditures and Disbursements
- 4 – Invoicing Functions
- 1 – Create/Update Invoice

OR type 2.44 in the MENU ID/OPTION ID/SMART SCREEN BLOCK.

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.37 Invoice Create/Update Screen 2.44

Obligation No: [] Delivery Order No: [] Prompt Pay? ☐

Description: [] Fast Pay: ☐

Invoice: [] Period: []

Invoice Reference No: [] Discount Days: []

Invoice Date: [] Percent: []

Invoice Received Date: [] Final Contract Invoice? ☐

F&A Received Date: [] Certificate of Conformance Recvd? ☐

Pay Ofc Id: []

Payment Addr Id: [] Creator's Name: []

Remarks: []

Line Item: [] Freight: ☐ FC: ☐

Unit Price	Qty	Amount
[]	Ordered: []	[]
[]	This Invoice: []	[]
[]	All Invoices: []	[]
[]	Vouchered: []	[]

Payment Terms: []

☐ Payment Address

☐ Discounts ☐ Foreign Curr

Prev Page Prev Next Query List Save Exit Next Page

Enter F9, F4 to create new invoices, F2 to query previous invoices.

Record: 1/1

OBLIGATION SELECTION

To create an invoice the user is required to use the F4 key to select the obligations number.

Pressing F4 in the **OBLIGATION NO. FIELD** takes the users to the ***OBLIGATION LIST SCREEN***.

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.8 Obligation List Screen 4.51AA

Obligation Number	Obligation Description	Delivery Order Number

Select

Prev Page Prev Next Query List Save Exit Next Page

You may query on any enterable data. Click <Select> or press <ENTER> for selection.

Record: 1/1

Press the F2 key to query records from the ***OBLIGATION LIST SCREEN***.

The user can query the obligation number by:

- querying all records (very inefficient)
- typing in the complete obligation/delivery order combination which returns only one option.
- typing in a partial obligation number with the % key used as a wild card which may return multiple options. The user would arrow down until they find the correct obligation number/delivery order combination.

Once the correct obligation number/delivery order combination is identified the user will select by pressing the enter key or clicking on the select button at the bottom of the screen. This takes the user back to the ***INVOICE CREATE/UPDATE SCREEN***. (Average Key Strokes – 16)

INVOICE HEADER

Press the Enter key to accept.

Fields that are automatically updated include:

- **OBLIGATION NO.**
- **DELIVERY ORDER NO.**
- **PROMPT PAY?** (if the contract is Prompt Pay Act Exempt the field will be populated with a “Y”, if not, the field will remain empty.
- **FAST PAY** (if the contract is set up as a Fast Payment Contract the field will be populated with a “Y”, if not, the field will remain empty.
- **DESCRIPTION**
- **INVOICE NUMBER** (a sequential number assigned by CEFMS)
- **PERIOD**

The screenshot shows the 'USACE Finance Center CEFMS' application window. The title bar indicates 'v2.1.37 Invoice Create/Update Screen 2.44'. The menu bar includes 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'ESIG', 'Help', and 'Window'. The main form area contains the following fields and controls:

- Obligation No.:** W912EQ-04-F-0034
- Delivery Order No.:** NA
- Prompt Pay?:** ☐
- Description:** LATERAL FILE CABINETS
- Fast Pay:** ☐
- Invoice:** 2
- Period:** 200409
- Invoice Reference No.:** [Empty field]
- Discount Days:** [Empty field]
- Invoice Date:** [Empty field]
- Percent:** [Empty field]
- Invoice Received Date:** [Empty field]
- Final Contract Invoice?:** ☐
- F&A Received Date:** [Empty field]
- Certificate of Conformance Recvd?:** ☐
- Pay Ofc Id:** [Empty field]
- Payment Addr Id:** [Empty field]
- Creator's Name:** [Empty field]
- Remarks:** [Empty field]
- Line Item:** [Empty field]
- Freight:** ☐ **FC:** ☐
- Unit Price:** [Empty field]
- Qty:** [Empty field]
- Amount:** [Empty field]
- Ordered:** [Empty field]
- This Invoice:** [Empty field]
- All Invoices:** [Empty field]
- Vouchered:** [Empty field]
- Payment Terms:** [Empty field]
- Payment Address:** ☐
- Discounts:** ☐ **Foreign Curr:** ☐

At the bottom, there are navigation buttons: 'Prev Page', 'Prev', 'Next', 'Query', 'List', 'Save', 'Exit', and 'Next Page'. A status bar at the very bottom shows 'The vendor's internal invoice number.' and 'Record: 1/1'.

The cursor will be in the **INVOICE REFERENCE NO. FIELD**. The information loaded into the **INVOICE REFERENCE NO. FIELD** is taken directly from documentation (e.g.: invoice, spreadsheets, SF44, SF1034) provided by the vendor or responsible Corps site.

This is an alphanumeric field with a maximum capacity of 30 characters. (Required Field, Key strokes: minimum – 1, maximum – 30, average – 15)

The **INVOICE DATE**, **INVOICE RECEIVED DATE** and **F&A RECEIVED DATE** are required fields that are manually input by the user. It is an 11 digit date in the DD-MMM-YYYY format. (Required Fields, Key strokes: 3 X 11 = 33).

To select the correct remittance address the user must F4 on the **PAY OFC ID** field which takes them to the **PAYMENT ADDRESS CREATE/UPDATE SCREEN (7.2.6A)**. All fields in the **PAYMENT ADDRESS CREATE/UPDATE SCREEN** are automatically populated. The user selects the remittance address that appears on the invoice. If the remittance address on the invoice does not appear in the **PAYMENT ADDRESS CREATE/UPDATE SCREEN** the user notifies the Division/District that a new address needs to be loaded.

USACE Finance Center CEFSM

Action Edit Block Field Record Query ESIG Help Window

v2.1.17 Payment Address Create/Update Screen 7.2.6A

Obligation Number: W912EQ-04-F-0034 Delivery Order No: NA

Vendor ID: 1EOTO Assignee ID: 0 SAACONS Site ID:

Vendor Mailing Address Assignment Address

THE HON COMPANY

Double Click PAY SEQ for complete address --- Click <SELECT> or Press <ENTER> for selection

EFT?	Pay Seq	City	State	Code	IPAC
Y	1	MUSCATINE	IA	US	

☐ Create New Seq

☐ View All Pay Seqs Select

Prev Page Prev Next Query List Save Exit Next Page

Double Click to view payment address information.

Record: 1/1

Double click on the number in the PAY SEQ column or click on the VIEW ALL PAY SEQs button on the bottom of the screen to verify the accuracy of the entire address. Multiple pay sequences can be viewed using the up and down arrow keys. Select the correct address by pressing the enter key or the SELECT button at the bottom of the screen.

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.17 Payment Address Create/Update Screen 7.2.6A

Obligation Number: W912EQ-04-F-0034 Delivery Order No: NA

Vendor ID: 1E0T0 Assignee ID: 0 SAACONS Site ID:

Vendor Mailing Address

THE HON COMPANY

200 OAK STREET

MUSCATINE IA 52761-0071

Assignment Address

Payment

Address No: 1 Name: THE HON COMPANY

Address: 200 OAK STREET

IPAC?

EFT Data Exists? Y

City: MUSCATINE State: IA

Zip: 52761-0071 Country: US Currency Code: US

☐ View All Pay Seqs

Use the arrow keys to scroll payment addresses or <F2/F3> to query.

Record: 1/1

When the Pay Sequence is selected CEFMS automatically returns to the INVOICE CREATE/UPDATE Screen and the **PAY OFC ID** and the **PAYMENT ADDR ID** field are automatically populated. (Required Fields, Key Strokes – 6.)

The cursor moves to the **DISCOUNT DAYS** Field. If a discount is offered on the invoice the number of days that the discount is valid is manually typed into the field. (e.g.: discount 2%/15 days, net 30). (Not a Required Field, Key strokes – 2).

The **PERCENT** field is the discount percentage that can be taken. (Not a Required Field, Key strokes – 3).

FINAL CONTRACT INVOICE (Not a Required Field, Key Strokes – 1)

CERTIFICATE OF CONFORMANCE RECVD? Automatically populated if marked on obligation.

REMARKS Field can be 240 alphanumeric characters. (Not a Required Field, Key Stroke – 40)

CREATOR'S NAME (automatically updated when record is saved.)

LINE ITEMS

The **LINE ITEM FIELD** is updated by typing the line item number or pressing F4 in the field and selecting the correct line item number. (Required Field, Key Strokes – 6)

The following fields will be automatically populated:

FREIGHT (If designate in the contract as freight)
FC (If designate in the contract as foreign currency)
UNIT PRICE ORDERED
UNIT PRICE ALL INVOICES
QTY ORDERED
QTY ALL INVOICES
QTY VOUCHERED
AMOUNT ORDERED
AMOUNT ALL INVOICES
AMOUNT VOUCHERED
PAYMENT TERMS

The user will fill in the **QTY** Field (if quantities are used) or the **AMOUNT** Field (if lump sum is used) for **THIS INVOICE**. (Required Field, Key Strokes – 10)

USACE Finance Center CEFMS
v2.1.37 Invoice Create/Update Screen 2.44

Menu: Action Edit Block Field Record Query ESIG Help Window

Fields:

- Obligation No: W912EQ-04-F-0034
- Delivery Order No: NA
- Description: LATERIAL FILE CABINETS
- Invoice: 2
- Invoice Reference No: TEST
- Invoice Date: 01-SEP-2004
- Invoice Received Date: 05-SEP-2004
- F&A Received Date: 10-SEP-2004
- Pay Ofc Id: [Redacted]
- Payment Addr Id: 1E0T0
- Creator's Name: [Redacted]
- Remarks: [Redacted]
- Prompt Pay? ☐
- Fast Pay: ☐
- Period: 200409
- Discount Days: [Redacted]
- Percent: [Redacted]
- Final Contract Invoice? ☐
- Certificate of Conformance Recvd? ☐

Line Item: 0001 LATERIAL FILE CABINETS 4 DRAWER Freight: ☐ FC: ☐

Unit Price	Qty	Amount
269.37	Ordered: 35	9427.95
269.370	This Invoice: [Redacted]	[Redacted]
Payment Terms: 30	All Invoices: 35	9427.95
	Vouchered: [Redacted]	[Redacted]

Buttons: Prev Page, Prev, Next, Query, List, Save, Exit, Next Page

Payment Address ☐ Discounts ☐ Foreign Curr ☐

Status Bar: You must press <RETURN> to calculate amt. Record: 1/1

Additional line items can be added to the invoice for each line that is set up on the obligation. The F4 function key provides blank fields on the lower half of the screen and returns the cursor to the **LINE ITEM FIELD**. The line item process starts over. (Average number of line items on obligations -

Once all the line items have been completed the user clicks the SAVE button at the bottom of the screen to save the invoice to the database. The Creator's Name on the Invoice Header Page will automatically update when the invoice is saved.

The **VOUCHERED** fields will not populate until the **RECEIPT VOUCHER PROCESS** is run.

The user presses F9 then F4 to start a new invoice.

Once invoices are entered into the INVOICE CREATE UPDATE Screen, the user must EXIT the screen.

RECEIPT VOUCHER PROCESS

Go to Menu Option 7 – RECEIPT VOUCHER OPTIONS

Select Option 1 – Process Receipt Vouchers

In the PROCESS RECEIPT VOUCHERS (6.54) the user presses the start button.

The receipt vouchers process matches the invoice to the receiving report and creates a receipt voucher that is used to certify the invoices for payment.

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.1 Process Receipt Vouchers 6.54

This processes invoices, matching them with receiving reports where applicable, creating receipt vouchers. These vouchers must then be audited and certified before they can be paid.


Once started, this process runs with no user interaction thereby allowing the user to exit this screen, but can be monitored while running or results viewed after completion.

Started: 27-Sep-2004 14:03:22

Run By: BRENDA J. SHOEMAKER

Status: Completed successfully

Start Show Results

100% 

Prev Page Prev Next Query List Save Exit Next Page

Record: 1/1

USACE Finance Center Accounting Support Service
Performance Work Statement

USACE Finance Center Accounting Support Service Performance Work Statement					AVERAGE NUMBER OF KEY STROKES	REQUIRED ROLE
INVOICE FIELD	REQUIRED FIELD	POPULATION	FIELD TYPE	FIELD SIZE		
OBLIGATION SELECTION						
OBLIGATION NO.	Y	AUTO - STATIC	ALPHANUMERIC	16	16	INV_ORIG
DELIVERY ORDER NO.	Y	AUTO - STATIC	ALPHANUMERIC	4	0	INV_ORIG
PROMPT PAY?	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
DESCRIPTION	Y	AUTO - STATIC	ALPHANUMERIC	30	0	INV_ORIG
FAST PAY	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
INVOICE	Y	AUTO - STATIC	NUMERIC	6	0	INV_ORIG
PERIOD	Y	AUTO - STATIC	ALPHANUMERIC	7	0	INV_ORIG
INVOICE HEADER						
INVOICE REFERENCE NO	Y	MANUAL	ALPHANUMERIC	30	15	INV_ORIG
INVOICE DATE	Y	MANUAL	DATE	11	11	INV_ORIG
INVOICE RECEIVED DATE	Y	MANUAL	DATE	11	11	INV_ORIG
F&A RECEIVED DATE	Y	MANUAL	DATE	11	11	INV_ORIG
PAY OFC ID	Y	MANUAL	NUMERIC	3	6	INV_ORIG
PAYMENT ADDR ID	Y	AUTO - STATIC	ALPHANUMERIC	9	0	INV_ORIG
DISCOUNT DAYS	N	MANUAL	NUMERIC	3	2	INV_ORIG
PERCENT	N	MANUAL	NUMERIC	6	3	INV_ORIG
FINAL CONTRACT INVOICE?	N	MANUAL	Y/N	1	1	INV_ORIG
CERT OF CONFORMANCE RECVD?	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
CREATOR'S LAST NAME	Y	AUTO - STATIC	ALPHANUMERIC	20	0	INV_ORIG
CREATOR'S FIRST NAME	Y	AUTO - STATIC	ALPHANUMERIC	10	0	INV_ORIG
REMARKS	N	MANUAL	ALPHANUMERIC	240	40	INV_ORIG
LINE ITEM SELECTION						
LINE ITEM	Y	MANUAL	ALPHANUMERIC	6	6	INV_ORIG
FREIGHT	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
FC (Foreign Currency)	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
UNIT PRICE ORDERED	Y	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
QTY ORDERED	Y	AUTO - STATIC	NUMERIC	14	0	INV_ORIG
AMOUNT ORDERED	Y	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
UNIT PRICE THIS INVOICE	Y	AUTO - DYNAMIC	NUMERIC	18	0	INV_ORIG
QTY THIS INVOICE	Y	MANUAL	NUMERIC	14	10	INV_ORIG
AMOUNT THIS INVOICE	Y	MANUAL	NUMERIC	18	10	INV_ORIG
QTY ALL INVOICES	Y	AUTO - STATIC	NUMERIC	14	0	INV_ORIG
AMOUNT ALL INVOICES	Y	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
QTY VOUCHERED	N	AUTO - STATIC	NUMERIC	14	0	INV_ORIG
AMOUNT VOUCHERED	N	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
PAYMENT TERMS	Y	AUTO - STATIC	NUMERIC	3	0	INV_ORIG
RECEIPT VOUCHER PROCESS						
PROCESS RECEIPT VOUCHER	Y	MANUAL	BUTTON	n/a	1	PROCESS_RV
QTY VOUCHERED	Y	AUTO - STATIC	NUMERIC	14	0	PROCESS_RV
AMOUNT VOUCHERED	Y	AUTO - STATIC	NUMERIC	18	0	PROCESS_RV

Auto-Static Population – Field updates automatically with information pulled from existing data in other tables that will not change in the new form. The user will not be able to edit the field.

Auto-Dynamic – Field updates automatically with information pulled from existing data in other tables but the field can be edited to reflect current conditions.

Manual – Must be updated by the user.